



# Hong Kong Shue Yan University

## Software/Hardware Request Form

\* Please fill in the form and return to Computing Services Center, Main building Room 310.

### Part 1: Requestor Information:

Name:	
Telephone number:	
Department:	
Date of Request:	
Intended starting date of use:	
Site/Location and Room number:	
<i>*Please circle all applicable item(s)</i>	
Type of usage:	Instruction / Research / Administration
Name of Research Project:	
Resource request:	Software (Please fill in Part 2) / Hardware (Please fill in Part 3)

### Part 2: Software information:

Software package name:	
Number of licenses needed:	
Estimated cost:	
Explain your computing needs (i.e. what you intend to use the software for):	

### Part 3: Hardware information:

Type of hardware desired:	Desktop / Laptop / Server / Other (Please specify: _____)
Number of computers needed:	
Estimated cost:	
List any specifications needed:	
Explain your computing needs (i.e. what you intended to use the computer for)	

Approval by Head of the Department (Authorized Signature): \_\_\_\_\_

Approval by Dr. F C Hu, Deputy President (Authorized Signature): \_\_\_\_\_

### For Computing Services Center use only

Handling Staff Name:	Internal Reference Number:
Total cost of the Software/Hardware:	Completion date: